

MEDICAL COLLEGE OF OHIO

Subject: LUNCH PERIOD

Policy No.: 05-019

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All employees will be scheduled a one-half (1/2) hour lunch period during each work shift. This lunch period shall be scheduled as near as possible to the middle of each work shift. Whenever an employee is requested to work overtime which will exceed three (3) additional working hours in any working day, the employer shall grant the employee one-half (1/2) hour with pay to obtain a meal.

If employees are required by their supervisor to be on-call or work during their scheduled lunch period, the supervisor shall assign an alternate lunch period if possible. In the event employees are required to work during their lunch, and in fact, miss their lunch period, the employee shall notify the immediate supervisor in writing as soon as possible, but no later than the end of the employee's next work day. If verified by the supervisor, thirty (30) minutes shall be credited to the employee's time card and such time shall be included in the calculation of overtime.

Only with prior approval of the supervisor may one or both breaks be combined with lunch period. Such approval shall only be granted on a day-to-day basis.

Source: Vice President for Operations

Effective Date: 07/01/86

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